



BEAR RIVER BAND of ROHNERVILLE RANCHERIA
266 Keisner Road, Loleta, CA 95551, 707-733-1900, FAX 707-733-1723

**LETTERS OF INTEREST ARE TO BE
RECEIVED IN THE BEAR RIVER TRIBAL OFFICE BY
AUGUST 23st, 2017**

The Bear River Development Commission is seeking individuals for one (1) vacant position to be filled until the next upcoming elections in 2018.

PLEASE READ THE ENCLOSED MATERIALS CAREFULLY.

CBDO – Bear River Development Commission

CBDO is a commission that oversees Basayo Village rentals, Bear River Band of Rohnerville Rancheria Homeownership, and all HUD new construction. It is the goal of the commission to provide a safe, sanitary, and affordable housing to tribal members and their families.

CBDO Duties and Powers as set forth by ordinance 02-05

- Assess Tribal housing needs and developing a Tribal housing plan.
- Applying for and administering federal housing funds.
- Undertaking and administering Housing Projects, including but not limited to housing construction, rehabilitation, repair, maintenance, and rentals, leases and sales.
- Setting qualifications and criteria for occupancy, and setting, revising and collecting rents.
- Developing rules and regulations for the operation, admissions and occupancy, eviction, rental, and maintenance of its housing units.
- Appointing and removing the Tribal Housing Coordinator and all agents and employees of the commission with the advice of the Tribal Council as set out in the applicable personnel policies; prescribing powers and duties for them that are consistent with the law, and with Ordinance number 02-05, and requiring from them faithful performance of their duties.
- Purchasing supplies, equipment, insurance and services from vendors of the Commission's own choosing, provided that all such property is used exclusively to fulfill the Commission purpose and with previously approved budgets.
- Joining or cooperating, with the advice of the Tribal Council, with other similar agencies or organizations in the exercise, either jointly or otherwise, of any or all of the powers of the Commission.
- Adopting such bylaws, as the Board deems necessary and appropriate, providing that are not in conflict with ordinance 02-05 or Tribal law.
- Taking such further actions as are commonly engaged in by Tribal entities and/or other organizations of this character as the Board may deem necessary and desirable to effectuate the purposes of the Commission.
- Engaging in all other Tribal housing-related functions and services



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Qualifications:

ICDBG regulations at 1003.204 define the following requirements for the CBDO membership. Note that 51% must be LMI eligible and not more than 1/3 appointed by Council.

(c) *Eligible CBDOs.* (1) A CBDO qualifying under this section is an organization which has the following characteristics:

- (i) Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the grantee; and
- (ii) Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and
- (iii) May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and
- (iv) **Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation**, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- (v) Is not an agency or instrumentality of the grantee and **does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials** or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c) (1) (iv) of this section); and
- (vi) Except as otherwise authorized in paragraph (c)(1)(v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- (vii) Is not subject to requirements under which its assets revert to the grantee upon dissolution; and
- (viii) Is free to contract for goods and services from vendors of its own choosing.

B. Eligibility. To be eligible to serve on the board, a person must be an enrolled member of the Tribe, over 18 years of age, resides within the service area, and without criminal conviction or adverse civil judgment having to do with theft, dishonesty, or fraud within the last five years. No two commissioners shall be siblings (brother/sister), married to each other, parent/child, or grandparent/grandchild.



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Biographical Data Form

Name _____

Address _____

City _____ State _____ ZIP _____

Telephone: Home _____ Cell _____

E-mail _____

Tribal Affiliation: _____ Tribal Roll #: _____

Please submit the following materials:

- Letter of Interest sharing your reasons for wishing to be considered for the position(s) you have indicated, as well as the skills and expertise you would bring to the position(s).
- Biographical Data Form
- Income verification (The preferred method of verification shall be a copy of the most recent IRS form 1040 for the applicant family and additional information in writing by a third party as required to supplement the tax information. In the event that third party verification cannot be obtained, the Commission may allow the applicant to submit relevant information provided that the submission contains a notarized statement, certification, or affidavit signed by the applicant, and stating that the information submitted is true and accurate)

You may submit your information in person or via mail to:

Bear River Band of Rohnerville Rancheria 266 Keisner Road Loleta, CA 95551
Attention: Housing Director Charmin Bailey or Housing Assistant Brittany Gonzalez

Email: CharminBailey@brb-nsn.gov , BrittanyGonzalez@brb-nsn.gov

Fax: 707-733-1723

All materials must be postmarked **by Monday, August 23, 2017.**